



Natural Resources Conservation Service
675 U.S. Courthouse
801 Broadway
Nashville, Tennessee 37203

April 30, 2004

TENNESSEE BULLETIN NO. 390-04-01

SUBJECT: PDM – Emergency Watershed Protection (EWP)

Purpose: To inform employees of the procedure for generating and transmitting EWP documents for approval.

Effective Date: Upon receipt.

The following procedures will apply to the generation and submittal of EWP project documents:

1. After the receipt of EWP funding for a project, the designated Engineer for the project will prepare an example plan of operations (PO) and a set of preliminary plans and specifications. The PO will be provided to the sponsor for their completion and signature, preferably through the District Conservationist. The signed PO will be returned to the Engineer for review. The Engineer will forward the signed PO to the Contracting Specialist for use in creating a Project Agreement (PA). The preliminary plans will be submitted to the sponsor through the District Conservationist for their use in the permitting process. The preliminary plans will include appropriate site plan sketches, contours, scales, profiles, cross sections, quantities, and details to fully describe the intended work. Blank copies of the following permit applications will accompany the preliminary plans:
 - Tennessee Department of Environment and Conservation (TDEC) Aquatic Resource Alteration Permit (ARAP)
 - U.S. Army Corps of Engineers Section 404 permit
 - If applicable, TVA's Section 26A permit application (for projects located within the Tennessee Valley drainage area).The sponsor will be responsible for filling out, signing and mailing the completed permit applications to the appropriate permitting agency.

2. For each project, the Engineer will prepare and submit (electronic transmittal preferred) the following contract documents in their final "DRAFT" form to the State Conservation

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Engineer (SCE) for review and comment: construction plans, specifications, specification list, cost and quantity estimates, bid schedule, performance time estimate, and inspection staffing plan. All documents will be stamped "DRAFT." After review of the "DRAFT" plans, specifications, and other documents, the SCE may approve the package as is, or return the documents for further modifications. After all required modifications have been made or the comments have been resolved with the SCE, the documents will be resubmitted to the SCE without the "DRAFT" status.

3. **In order for the contracting process to begin, a copy of all applicable permits must be obtained from each permitting agency. General Permits can take 30 days to obtain. Individual Permits can take up to 90 days to obtain.** Signed copies of all required permits will be sent to and reviewed by a designated staff member of either the SCE or Water Resources staff. A copy of all documents and permits for a project will be placed in one file located in the SCE office.
4. Once all the necessary documents are on file, the SCE will certify to the Contracting Specialist by email or in writing that all necessary documents and permits have been received and are on file. The following documents will be sent to the Contracting Specialist: construction plans and specifications, cost and quantity estimates, bid schedules, performance time estimates, inspection staffing plan and Plan of Operation. Once these are received, the Contracting Specialist will begin the contracting process of issuing contract documents.
5. The sponsor will NOT be provided a copy of the final contract documents until a signed Project Agreement has been received by the Contracting Specialist.
6. If there are major revisions in preliminary plans, the final plans will need to be resubmitted to the sponsor for their use in securing revised permits from the regulatory agencies.

/s/JAMES W. FORD
State Conservationist